

Name of Department: Dept. of Real EstateDate of Report: 2/1/2010**CORRECTIVE ACTION PLAN**

CONTROL WEAKNESSES	CORRECTIVE ACTIONS TAKEN	CORRECTIVE ACTIONS TO BE TAKEN	PERSON RESPONSIBLE FOR ACTION (POSITION TITLE)	DATE OF ACTION/ PLANNED ACTION
A review of the bank reconciliations as of March 31, 2009, April 30, 2009 and May 31, 2009 disclosed a lack of supporting documentation.	Reviewing Bank Reconciliations to compile the reconciling items back-up documents		Accounting Administrator I	January / February 2010
	Clearly listing the reconciling items either with the STO side or the Dept. side with explanation and transaction data.		Accounting Administrator I	Jan / Feb 2010
	Made calls to 2 other State Depts. to compare bank reconciliation processes.		Accounting Administrator I	Jan. 2010
	Reviewing options of electronic deposit with the Bank of America, Union Bank and the State Treasurer's Office	Submitting the RE753 ISS Service Request for a review of system requirements	Accounting Administrator I	Dec. 2009 to Feb. 2010
		Implementation of electronic systems	Accounting Administrator I	Feb/Mar 2010
		Staff training	Accounting Administrator I	on-going
	Oversight/Approval	Oversight	Asst. Commissioner, Administration	on-going